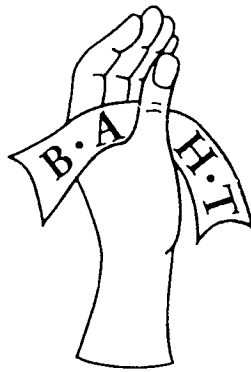


BRITISH ASSOCIATION OF HAND THERAPISTS

**LEVEL II
COURSE GUIDELINES**



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This document replaces all previous documents

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1. Course Rationale and Philosophy

The Level II course is designed for qualified occupational therapists and physiotherapists with proven knowledge in the field of Hand Therapy (*equivalent of two years*) or for those who have successfully completed a validated Level I Course offered by the British Association of Hand Therapists (BAHT). It will promote recognition of professional competence in a specialist aspect of Hand Therapy; improve the quality of patient care; and foster evaluation and research in Hand Therapy.

These guidelines provide a framework for Course Organisers to follow should they wish the course to be validated by the BAHT.

Therapy support workers would be eligible to apply with supporting evidence from a senior clinician in their area of work. Support workers must be made fully aware of the course content and objectives in order to ascertain the appropriateness to attend. Acceptance on the course would be at the discretion of the course organisers. They would not sit the exam, and therefore would be eligible for a certificate of attendance only. Each course would be limited to 2 places for support workers. As with any candidate, the support workers would have to be aware of the disclaimer under ‘Statement Regarding Liability of Course Leaders.’

2. Course Management

2.1 The Course Organiser must be a member of BAHT.

2.2 Form 1B (Appendix A) should be fully completed stating title and objectives of the course and forwarded to the Secretary of the Educational Sub-committee 12 months before the course. The names and brief curriculum vitae of the Course Organiser and the résumé of members of the organisation team should be included with the outline course programme and the application form. This time limit may be reduced if the course is being re-run but all forms and CVs etc. must be sent again. This will be acknowledged within 1 month. The Secretary will circulate copies of the submission to members of the Education Sub-committee, for discussion at their next meeting.

2.3 The full course programme should be forwarded to the Secretary of the Educational Sub-committee at least 6 months before the course is to take place. This submission should also give details of the proposed method of assessment, assessment criteria and marking system. Appendix B gives a step-by-step timetable of recommended steps towards validation.

2.4 The Secretary of the Education Sub-committee will notify the Course Organiser of validation of the course, or of any required amendments, normally within 2 months of receipt of the programme.

2.5 The list of the essential pre-course reading should be included with the course programme and should be forwarded to the participants prior to the commencement of the course. All course reading lists, assignments, etc. should be written using the Vancouver referencing format found in Appendix C1.

2.6 Course Organisers should ensure that all speakers provide students with a list of the references to which they will refer in their sessions.

2.7 Course Organisers are responsible for asking candidates about their needs in accessing the environment and facilities. This should be included on the application form. Organisers must comply with the **Special Educational Needs & Disability Act (SENDA)**. Relevant points from this Act can be accessed from the BAHT Executive Officer responsible for matters pertaining to this, or can obtain a copy of the document ‘Myths & Realities’ from the Chartered

Society of Physiotherapy. Candidates who have dyslexia, for example, will be allowed more time for the assessment but must provide evidence to the course organiser (an extra 15 minutes per hour is allocated).

- 2.8 Course Organisers are responsible for ensuring the candidates have either two years experience or have successfully completed their Level I.
- 2.9 Sponsors may be sought to assist with funding the course and providing exhibits but their products must not influence the course content.
- 2.10 On successful completion of the course assessments, the participants will receive BAHT Certificates from the ESC secretary, stating they have achieved 2 BAHT points.
- 2.11 Course organisers must not include contact information on their participant list unless all participants have agreed. Course organisers should contact BAHT ESC secretary once their course is full.

3. Course Aims

- 3.1 To provide an opportunity for experienced hand therapists to build on knowledge and skills acquired during courses leading to professional qualification, post-graduate courses and clinical experience;
- 3.2 To develop the knowledge and skill base in a specialist aspect of Hand Therapy;
- 3.3 To evaluate the effectiveness of a specialist aspect of Hand Therapy.
- 3.4 Course Organisers should specify aims directed specifically to the major topics of individual courses.

4. Course Objectives

- 4.1 Course Organisers are required to prepare a comprehensive set of objectives for each Course appropriate to the standards required of participants and submit it with their Application Form (Form 1B). Example objectives are shown below. If possible do not have more than 6-7 objectives.

At the end of the Course the participants should be able to:-

- 1. Demonstrate a knowledge of the pathology and medical management of the hand and an understanding of the relationship between this and function of the hand.
- 2. Describe the mechanics of deformity and their implications in the upper limb.
- 3. Discuss and evaluate the common methods available to the therapist in the assessment and treatment of the hand
- 4. Synthesise and analyse relevant surgical options and their therapeutic implications.
- 5. Identify and discuss the complications that may result from surgery and the management of these complications.
- 6. Demonstrate critical and objective evaluation skills in treatment planning.

7. Demonstrate appropriate professional attitudes and so respond to the needs of the patient.

5. Course Structure

- 5.1 It is recommended that a Level II course should be of not less than three days duration. It must contain a minimum of 17 hours teaching with appropriate balance of theory and practical sessions. Teaching time includes all sessions led by and / or supervised by course tutor(s). Unsupervised peer group sessions do not qualify as teaching time.
- 5.2 All courses must have an element of workshops. They must be practical and interactive. Teaching should either be carried out as a lecture OR a workshop:
 - i) LECTURE FORMAT – for ALL candidates. Must have an interactive component i.e. to generate a discussion or complete workbooks.
 - ii) WORKSHOPS – as a guide a ratio of 1:10 ratio per lecturer (similar to those used in academic institutions).

Group sizes for practicals should be dependent on the learning that needs to be achieved within the session (for example, if there is a practical element to the workshop i.e. using a goniometer, a small group ratio 1:10 is required) Therefore a small justification of the learning objectives of the workshops, with ratios is required on application.

The BAHT ESC will assess individual programmes in relation to their learning outcomes, with regards to their workshop ratios.

6. Course Content

This will be determined by the Course Organisers but will usually focus on a specialist aspect of Hand Therapy. For example:

- Hand Trauma
- The Rheumatoid Upper Limb
- Tendon Conditions
- Peripheral Nerve Conditions
- Burns of the Upper Limb
- Splinting
- Congenital Hand Deformities

7. Teaching and Learning Strategies

The strategies selected should facilitate the achievement of the course aims and objectives. Course Organisers are encouraged to adopt strategies which will foster participants' reflection on their learning and which ensure the integration of theoretical learning into the participants' clinical practice. A variety of methodology should be included in the programme: seminars, peer teaching, practical demonstrations, experiential sessions, case studies, problem-solving exercises.

8. Course Assessment

N.B. The Course Organiser is responsible for ensuring suitable standard examination conditions for the Course Assessment, be it written examination or practical assessment.

- 8.1 The assessment methodologies should be determined by the Course Organisers (see Appendix C2 for guidelines).
- 8.2 The selected assessment methodologies should reflect the course aims and objectives. It is essential that the assessment process tests the learning on the course which may include the putting into practice of some aspect of the taught syllabus. Some part of the assessment should take place during the course and there must be a written component for completion after the course.
- 8.3 The proposed assessment system, answers and written assessment guidelines (including retrieval mechanisms) should be sent by the Course Organiser for approval to the BAHT ESC 6 months prior to the commencement of the course. The Course Organiser will need to explain in writing how teaching on the course will cover the topics to be assessed (this can be included in the course timetable). If a written exam is being used organisers must submit two exams, one original and one re-sit. Once these have been approved the course will be validated.
- 8.4 Details of the approved assessment format should be sent to all course participants and lecturers prior to the commencement of the course. It is wise to inform lecturers of the content of the examination and assessment so all areas are covered in the lectures. See appendix C6 for information sheet setting out the examination process. This is information for prospective candidates and should be included in the pre-course information so that all candidates know the expectations and time scale before enrolling on the course.
- 8.5 Assessments should be appraised by two Internal Assessors (BAHT members) and the BAHT Representative. Prior to the course the timescales for completion and marking of the course assignment must be negotiated and planned by the Course Organiser(s) with the Internal Assessors and the BAHT Representative in order to ensure that relevant people are available at appropriate times.
- 8.6 The BAHT Representative is nominated by the BAHT ESC (see Appendix D for guidelines on the role of the Representative). The course organiser must send all participants' details to representative before the course.
- 8.7 Regulatory and retrieval mechanisms - see Appendix C3.
- 8.8 Course evaluation will be carried out by the participants at the end of the course. (See Appendix C4 for an example of the evaluation form layout.)

Course Organisers will need to adapt the headings "Lecture 1," etc., to their own course details but in all other respects should follow the wording and layout of Appendix C4. Results are to be collated by the Course Organiser using the form in Appendix B4 and sent to the BAHT representative who will make it available to all concerned parties, including the BAHT ESC, not later than 3 weeks after course completion. It is mandatory to use a BAHT Evaluation form.

- 8.9 All participants will receive constructive feedback about their assessments. This is especially important if they need to re-take the exam, practical or assignment. See appendix C7 for advice and forms.

9. Deadlines

9.1 Deadlines for the assessment process must be agreed with the BAHT ESC and the Course Assessment process notified to the Representative to ensure that that Representative is available at the time required, normally six weeks after end of course

9.2 Failure to meet the stated deadlines will preclude a Course Organiser from running further courses.

10. Financial Considerations

The following should be taken into account when calculating the cost of the course and setting a course fee.

10.1 *Advertising*

BAHT website + e-bulletin - free

British Journal of Occupational Therapy.
Physiotherapy.
Therapy Weekly.
Local advertising.
Regional Group/Hospital networks.

You could also use these others

10.2 *Clerical*

Stationery.
Postage.
Telephone.
Copying.

10.3 *Venue*

Hire.

10.4 *Audio-visual*

Equipment hire.
Technician.
Hire of video material.

10.5 *Resources*

Folders.
Name badges.
Signs.
Programmes.
Handouts/Reference material.

10.6 *Catering*

Coffee/tea.
Lunch.
Evening Meal (if appropriate).

10.7 *Course Organisers*

Expenses: planning meetings.

10.8 *Lecturers*

Fee: minimum = £50 per hour.
Expenses: travel, accommodation (if appropriate).

10.9 *Representative*

£150 per day for 3 days
£100 marking Examination/Assignments.
Expenses: travel, appropriate accommodation and facilities,
(not with the Course Organisers).

10.10 *BAHT*

£150 registration fee for BAHT validation process. This funds the BAHT Education Sub Committee's expenses for validating the course plus the cost of sending participants their certificates. This fee is payable at the time of application to run the course and applications cannot be considered without payment.

11. Information for Hosting BAHT Level II Course

Hand Therapy is a developing specialism and validated courses are important in providing teaching to a high standard in an effective and measurable manner. Hand Therapists with experience may apply to the BAHT Education Sub Committee to run a course or a department may choose to host a course and import the lecturers. The following is a set of Guidelines to make this process easier.

It is important that the courses are run in an organised manner and are able to be measured against each other despite different topics being taught. The process of validation is therefore thorough but may seem lengthy. It is necessary for all steps to be taken as promptly as possible to allow the process to proceed. It is hard work but great fun and very rewarding.

12. Hosting A BAHT Course

- 12.1 You may wish to have a BAHT course held at your venue but do not wish to be involved in the content preparation and teaching. It is possible to import a course to your hospital by asking course leaders to bring previously validated courses, or to develop a new course to be run at your hospital. This leaves you the housekeeping and practical details of the day-to-day running of the course. You may wish to run a course this way first and then branch out and do the lecturing the next time.
- 12.2 The Secretary for the BAHT ESC can put you in touch with any appropriate course leaders for a Level II course.
- 12.3 The course leader will fill out the application form and put the course up for validation or revalidation. The host will carry out all organisation tasks, e.g. advertising, pre-course information.
- 12.4 Level II courses have been run by a number of teams around the country. Please contact the Secretary for information on these or Level II courses. You are welcome to contact lecturers directly.
- 12.5 Level II courses have been run on:
- Tendon Injuries
 - Trauma
 - Rheumatoid Arthritis
 - Management of Conditions following
 - Elective surgery of the hand
 - Hand Assessment
 - Burns
 - Orthotics
 - The wrist
 - Fractures
- (list not exhaustive)

13. General Information for Course Leaders and Hosts

- 13.1 The course organiser should be a member of BAHT. It is preferable but not essential that co-organisers are BAHT members.
- 13.2 Course organisers should be Band 6 grade or above in order to run a Level I or Level II course. The course organiser is responsible for administration but may also be a lecturer at the course.

- 13.3 If the organiser is a Band 6 grade, he/she will need to collaborate with a more senior therapist in the speciality, who should be named to the BAHT Education Sub-Committee, for the setting and marking of the clinical section of the course exam. This may involve seeking help from another unit or hospital.
- 13.4 An application form (Form 1B) should be obtained from the Secretary of the Education Sub-committee in time to submit this 12 months prior to the expected course date along with payment of the registration fee of £150.
- 13.5 The following documents must then reach the Education Sub-committee no less than nine months prior to the course:
- The completed application form including the course objectives.
 - An outline programme with specified lecturers and total teaching time on each day.
 - Details of the lecturers and their résumé.
 - The pre-course reading list (Vancouver reference) with essential and further reading options.
- 13.6 Once these are agreed by the Committee at their next meeting (held six times a year), the course organisers will be advised to continue their preparation.
- 13.7 Course organisers may seek local expertise, but in circumstances where there is no access to appropriate speakers, there is a list of speakers who are recommended by BAHT ESC available from the secretary. NB: the education sub-committee now hold a register of speakers stating preferred topics and giving addresses.
- 13.8 For host organisers, the actual housekeeping details and delegate organisation is their responsibility. The teaching content, handouts and actual lecturing is the responsibility of the course lecturers. Use of local lecturers is optional. There will need to be regular communication between the two parties to ensure smooth running of the course.
- 13.9 A BAHT Representative will be nominated to attend the course. His/her role is to evaluate all aspects of the course over the three days and any assessments/exams (as well as act as a sounding board for any problems). The host organisers have the responsibility of providing all housekeeping documentation including venue & local facilities to the BAHT representative. The teaching team have the responsibility of providing the BAHT representative with all relevant teaching material including exam papers. When a course has run successfully three times with good feedback from candidates and BAHT representative the organisers will be advised they are eligible for a one-day BAHT representative.
14. Alternative Methods of Gaining Level II
- 14.1 APL: Guidelines for use of the Accreditation of Prior Learning system is available for therapists who may be experienced hand therapists and do not wish to attend Level II courses. Submission of a portfolio and 2 case studies is required for each 2 points.
- 14.2 Educator Points: Therapists who teach on Level I and Level II courses can accrue teaching hours to equate to a Level II. In summary, each therapist has to teach nine hours on different subjects to gain 2 points at Level II.
- 14.3 Therapists who have successfully completed Module I of the Post Qualification in Professional studies (Hand Therapy) at Brunel University can equate 2 BAHT points at Level II as well as gaining the relevant M-Level points from the university. Evidence of this qualification needs to be enclosed with form AHT 1 when putting together the application for the qualification Accredited Hand Therapist (BAHT).

14.4 Therapists who have successfully completed the Hand Therapy in Practice Module at Derby University will be awarded a BAHT level II certificate as well as gaining the relevant M-Level points from the university. Evidence of this qualification needs to be enclosed with form AHT 1 when putting together the application for the qualification Accredited Hand Therapist (BAHT).

15 Statement Regarding Liability of Course Leaders

Having taken advice from the CSP and COT, BAHT considers that it is vital that each lecturer is fully qualified to teach all aspects of their topic. If the subject taught is not in their basic training, e.g. mobilization for Occupational Therapists, they must show proof of competency with evidence of training, education or experience in that area. This must be clear in each CV submitted for the lecturers on a Level I or II course.

In addition, it is important for all delegates to understand that they are being given an introduction to a topic and not a recognised level of competency. The BAHT Education Sub-Committee suggests all course organisers place a clause in their handout material explaining this and disclaiming any liability for a delegate's actions. An example may be: *This course and manual teaches you new information and skills. It is important to remember that you are not fully skilled to practice on patients purely by attending this course. Enjoy gaining your skills with each other and have fun!*

16 Statement Regarding Below Standard Courses

The BAHT ESC makes every effort to ensure the standard of the content of each BAHT validated course, both through validation process and through the BAHT representative on the course. The content of each course is validated by the BAHT ESC. BAHT is not liable for the delivery, or for the quality of the material handed out on the course.

There may, however, be occasions when aspects of the course may fall below the expected standard. This may be noted by the courses leaders, the delegates or the BAHT representative.

It is important to try to deal with these issues as soon as possible while the course is still running.

Delegates or Course Leaders: should discuss the matter immediately with the BAHT representative to find a practical solution.

The BAHT Representative: will make decisions with the course leaders or discuss with the designated link person from the ESC (nominated prior to the course commencing).

The Link Person: will make a decision or refer to the BAHT ESC for further discussion.

Situations which may occur include:

- Inadequate teaching of a topic
- Exam content not covered in the lectures
- Lecturers not able to attend at last minute
- Time-keeping for the course not allowing learning time
- Learning objectives not being met.

17 Statement Regarding Cancellation of Courses

In the event that courses are cancelled, all course fees paid by candidates should be refunded promptly and in full. If a course is cancelled within one month prior to the first day of the course any expenses already incurred by the BAHT representative should also be refunded. **For this reason it is advisable that the BAHT representative does not book any travel or accommodation until one month prior to the course.**

18 Policy on Re-Running of Courses

Rationale:

- Many Level II courses are over subscribed.
- There is a temptation by course organisers to re-run courses in close succession to approximate demand.
- This leaves little or no time for due consideration of the BAHT Reps' feedback from the first of the courses.
- The ESC consider the feedback from the Rep to be of utmost importance when considering re-validation.
- Consequentially, it has been decided that the following timeframes must be observed for the re-running of courses:

This policy is relevant for requests to re-run a course before or shortly after the first course has been run. It is not to be used for courses requesting revalidation over a longer timeframe.

Level II:

| Criteria | Timeframe (between courses) | Conditions |
|---|--------------------------------|---|
| Same team Same venue Same programme Course done before | Six months minimum | May advertise as validation pending until BAHT Representative form is considered and changes made |
| Any alteration to team, venue or programme but course done before | Nine months minimum | May advertise as validation pending until BAHT Representative form is considered and changes made |
| Major changes to programme | Twelve months minimum | Follow standard guidelines |

*In the unlikely event that this is a course that is not recommended for repetition, the course may need to be cancelled.

The expectation between courses is that presentations and handouts reflect new evidence base.

If a course has run three times previously and a subsequent course is being run with exactly the same format, an external representative may only be required on the final day of the course. There will be telephone access to the representative for the duration of the course if any advice is needed. Ultimately it is the responsibility of BAHT to make the decision as to the requirements of a representative.

APPENDICES

COURSE ORGANISER'S APPLICATION FORM
TO RUN AN APPROVED BAHT LEVEL II HAND COURSE

TITLE OF COURSE:.....
DATE OF COURSE:.....
VENUE OF COURSE:.....
DESCRIPTION OF FACILITIES AT VENUE:.....
.....
PLANNED NUMBER OF ATTENDEES:.....
NAME OF ORGANISER:.....
ADDRESS:.....
.....
POSITION HELD & AREA OF CLINICAL WORK:.....
.....
DAYTIME TELEPHONE NUMBER:.....
(this will be used for advertising the course)
EMAIL ADDRESS:
BAHT REGISTRATION NUMBER:.....

**Payment of £150 application fee must be received before the application can be considered.
Please state how you plan to pay:**

Cheque included with application

BACS transfer proof of payment included with application

Invoice required before payment

Please send invoice to: **Name:**.....
 Address:.....

 e-mail:.....

- PLEASE ALSO ATTACH COPIES OF THE FOLLOWING WITH YOUR APPLICATION:-**
- BRIEF CV OF COURSE ORGANISER/S
 - NAME AND BRIEF RESUME OF CO-ORGANISER(S)
 - NAMES OF SPEAKERS WHO MAY BE APPROACHED TO LECTURE ON THE COURSE WITH BRIEF DESCRIPTION.

FORM 1B*Appendix B*

BAHT LEVEL II COURSE
RECOMMENDED STEPS TOWARDS VALIDATION

1. The steps given below describe the stages involved in gaining validation for your BAHT Level II course. They do not include any of the necessary organisational steps involved in arranging the course itself.
2. Where possible recommended dates are given, which coincide with the meetings of the BAHT Educational Sub-Committee which meets at a maximum of six times a year.
3. It is likely that you will normally need to start planning your BAHT Level II course about nine to twelve months before the date when you want your course to take place. This will give you the necessary time to go through the following stages.
4. The role of the Educational Sub Committee Secretary will provide the course organiser with information on how to contact the BAHT Level II co-ordinator. They can help to prompt you through the various steps involved and offer advice.
5. Courses cannot be given approval to proceed in less than 6 months prior to the course dates. Please note that all communication with committee members **MUST** be in writing.

ORGANISATION BEFORE THE COURSE

| Task | Action | Timings |
|--|--|-------------------------------|
| 1 Provisional contact with the BAHT Education Sub-Committee expressing an interest in running a BAHT Level II Course. | Organiser. | >12 months before the course. |
| 2 Secretary returns to the organiser the document 'BAHT Level II Guidelines' which contains "Course Organiser's Application Form to run an approved BAHT Level II Hand Course (Appendix A). This will be sent within one week of receiving contact. | Secretary. | 12 months before the course. |
| 3 Organiser completes the application form (Appendix A), a draft timetable, course objectives, £150 application fee and CVs of course organisers and speakers and details of date and venue of course and returns them to the Secretary. | Organiser. | 9-12 months before course. |
| 4 The Secretary circulates copies of the application form, draft timetable and objectives to all members of the BAHT ESC within one week. | Secretary. | 9-12 months before course. |
| 5 The committee members advise the Secretary whether the course application has been successful following the next committee meeting. | ESC Committee. | 9-12 months before course. |
| 6 The BAHT ESC Secretary will contact the course organiser and advise them of the above outcome and to proceed with planning as appropriate | Secretary. | 9-12 months before course. |
| 7 The Course Organiser needs to submit full details of the course to the Secretary not less than 6 months before the course. Ideally the information should reach the Secretary one month ahead of a committee meeting for it to be considered then. The submission should include:- a) Course programme (complete). b) Course Organisers' CVs, if not previously sent. c) Pre-course information, e.g. essential pre-course reading list etc. d) Course aims and objectives. e) Method of assessment & assessment criteria with marking criteria <i>See Appendices C1, C2, C4, C6</i> | Organiser. | 6-7 months before course. |
| 8 Course approval will take place at the next ESC committee meeting, Following this, feedback will be given to the Organiser regarding any changes needed. Once these changes are made, and the course is approved by the ESC, the Secretary will send the organiser a letter advising that the course is validated. The course can now be advertised as BAHT validated on the BAHT website. If the course is not approved, the Secretary will give the organiser written suggestions how to proceed. In this case, the Organiser <u>may not</u> yet advertise the course as BAHT validated. | Committee & Secretary. Organiser to make any required changes promptly. | 6-7 Months before course. |
| 9 The ESC will arrange a BAHT representative (and reserve nominee for emergency cover) for the | Secretary. | 6 months before the course. |

| | | |
|--|------------|---|
| course. They will also appoint a Link Person from the ESC. | | |
| 10 The Secretary must familiarise the BAHT Representative (and reserve nominee for emergency cover) of the role and function of the Representative. | Secretary. | Immediately they are nominated. |
| 11 The Course Organiser must notify each potential course applicant of : <ul style="list-style-type: none"> • The course programme • Details of the method of assessment | Organiser. | A minimum of 4 weeks prior to the course. |
| 12 On confirmation of a place, the Course Organiser must send each applicant details of the required pre-course reading. | Organiser. | A minimum of 4 weeks prior to the course. |
| 13 The Organiser must notify each course lecturer and facilitator of the content and method of assessment and objectives for their sessions. | Organiser. | A minimum of 4 weeks prior to the course. |
| 14 The Course Organiser must send the BAHT Representative copies of all course documentation with: <ul style="list-style-type: none"> • Course organisation and venue • Course content • Assessment procedures • Exam papers | Organiser. | A minimum of 4 weeks prior to the course. |
| 15 The Course Organiser to contact the BAHT ESC Secretary one the course is full so the BAHT website can be updated. | Organiser. | When course full. |

Appendix B2

ORGANISATION DURING THE COURSE

| Task | Action | Timings |
|--|----------------------|--|
| 1 Explanation of the purpose and function of the BAHT Representative to the course applicants. | Organiser. | At the beginning of day 1 of the course. |
| 2 Explanation of the Level II Assessment e.g. exam and assignment. This must not be given to the candidates prior to the start of the course. | Organiser. | At beginning of the course. |
| 3 Clarify to the candidate that if the exam resit is necessary this must be taken within 6 weeks of notification of exam results. | Organiser. | At beginning of the course. |
| 4 Attendance at course, constructive comments to the Course Organiser(s) at the end of each day and course evaluation. | BAHT Representative. | During the course. |
| 5 Completion of 'on course assessment' under examination conditions. | Participants. | At the end of the course. |
| 6 Completion of course evaluation forms. | Participants. | Throughout the course. |

ORGANISATION AFTER THE COURSE

| Task | Action | Timings |
|---|---------------------|---|
| 1 Send course evaluation forms to BAHT representative. | Organiser | Within 3 weeks of the end of the taught component of the course. |
| 2 BAHT Representative to complete Quick Report form and submit to the BAHT ESC and send to the organiser. | BAHT Representative | Within 1 week of the end of the taught component of the course. |
| 3 Mark course examinations. Exam/ Assessment should be appraised by two Internal Assessors. Complete assessment feedback form. | Organiser | Within 3 weeks of the end of the taught component of the course. |
| 4 Send all examinations to BAHT representative for their validation. | Organiser | Within 3 weeks of the end of the taught component of the course, BAHT Representative to complete validation of marks within 6 weeks of the end of the taught component of the course. |
| 5 Send letter to participants saying passed/ failed exam process and to proceed with written assignment. If failed, feedback must be given before participant retakes exam. | Organiser | As soon as validated by BAHT Representative. |
| 6 Completion of course assignment work by submission deadline, which determines the end of the course. | Participant | Submission deadline date set by course organiser 6 weeks from end of course. |
| 7 Send marked course assignments/ assessments to BAHT Representative. | Organiser | Within 4 weeks of the submission deadline. |
| 8 Ratification of assessment results by BAHT Representative. The results and assessments are to be returned to the course organiser within 2 weeks. | BAHT Representative | Within 6 weeks of the submission deadline date. |
| 9 The organiser will notify the candidates of their examination results in writing including assessment feedback form (appendix C8). | Organiser | Within 12 weeks of the end of the course. |

The BAHT ESC Committee would recommend that the following statement be included in the written examination result: *“please see enclosed an assessment feedback form for reference. Your assessment mark and feedback has been validated by the BAHT Representative and meets the requirements set by BAHT”*

| | | |
|---|---------------------|---|
| 10a Organiser notifies the secretary with names of successful participants. The list must include BAHT Numbers and workplace for each of the candidates so information can be included on a database (use list in appendix F) | Organiser | Once all retakes confirmed |
| 10b Secretary sends signed certificates to participants | Secretary | |
| 11 A written report of the course be prepared by the BAHT Representative including the course evaluation and assessment results. The report should be sent to the Level II co-ordinator, secretary and the organiser within 12 weeks from the end of the course date. | BAHT Representative | The brief report form should be returned for the next ESC meeting. Within 12 weeks from the end of the course date the full report form must be returned |
| 12 Secretary to keep a register of therapists | Secretary | Adding details of successful |

| | | |
|---|--|--|
| who have achieve a Level II certificate and send a list to the BAHT points co-ordinator | | candidates to the register within 2 weeks of receipt |
| <p>13 <u>Unsuccessful candidates</u></p> <p>i) Candidates who fail examination – written or practical, should be notified as soon as possible with feedback</p> <p>ii) Candidates who wish to retake at their workplace must provide a contact name, number of an examination co-ordinator of their choice.</p> <p>iii) Candidates who wish to resubmit failed assignments must be given the opportunity to retake after constructive feedback.</p> | <p>Organiser</p> <p>Participant</p> <p>Organiser</p> | <p>Must be completed within 6 weeks of notification.</p> <p>Must be resubmitted within 4 weeks of notification.</p> |
| 14. Candidates are responsible for notifying course organisers prior to the course of an extenuating circumstances impacting on their learning. | Participant | |
| 15. If extensions for retakes are requested due to extenuating circumstances up to 6 weeks extra may be granted by the BAHT Representative | BAHT Representative | |

How to reference using the Vancouver System

Only essential references should be included and should represent the most recent and pertinent literature available. Only references quoted in the text should be included in the reference list. Authors are responsible for verifying them against the original source material.

The BAHT journal utilises the Vancouver referencing system: references should be identified in the text by superscript Arabic numerals after any punctuation, and numbered and listed at the end of the paper in the order in which they are first cited in the text, as follows:^{1,2}

- 1) Leurs R, Church MK, Tagliatela M. H₁-antihistamines: inverse agonism, anti-inflammatory actions and cardiac effects. *Clin Exp Allergy*. 2002 Apr; 32(4):489-98.
- 2) Akkad A, Jackson C, Kenyon S, Dixon-Woods M, Taub N, Habiba M. Patients' perceptions of written consent: questionnaire study. *BMJ*. 2006; 333:528-9.

References should include the names and initials of up to six authors. If there are more than six authors, only the first three should be named, followed by et al. Publications for which no author is apparent may be attributed to the organization from which they originate. Simply omit the name of the author for anonymous journal articles – avoid using 'Anonymous'.

How to reference Books

Personal author(s)

- Rang HP, Dale MM, Ritter JM, Moore PK. *Pharmacology*. 5th ed. Edinburgh: Churchill Livingstone; 2003.

Editor(s) or compiler(s) as authors

- Beers MH, Porter RS, Jones TV, Kaplan JL, Berkwits M, editors. *The Merck manual of diagnosis and therapy*. 18th ed. Whitehouse Station (NJ): Merck Research Laboratories; 2006.

Authored chapter in edited publication

- Glennon RA, Dukat M. Serotonin receptors and drugs affecting serotonergic neurotransmission. In: Williams DA, Lemke TL, editors. *Foye's principles of medicinal chemistry*. 5th ed. Philadelphia: Lippincott Williams & Wilkins; 2002.

BRITISH ASSOCIATION OF HAND THERAPISTS
LEVEL II COURSES
COURSE ASSESSMENT

- The assessment process is made up of either a written or practical examination **and** a written assignment
- Each section is valued at 50% of the total
- Both sections must be passed to qualify for an overall pass mark
- Pass mark is 60% for each of the two sections

Written Examination

This should last **no longer than one hour** and be on the final day of the course. This is the preferred method of assessment for a theoretical course. 10 minutes should be allocated at the beginning of the exam for candidates to read through the exam paper.

Criteria for a Pass:

- correct answers given for questions based on lecture material to achieve a score of 60% or more

Criteria for a Fail:

- incorrect answers given to questions to produce a score of 59% or less

Or Practical Examination

Should again be undertaken on the last day of the course and should be no longer than 10-15 minutes duration. This is the preferred method of assessment for a practical course.

Criteria for Pass:

- able to carry out 60% or more of practical tasks efficiently and confidently
- able to communicate instructions or verbally analyse actions
- clear recording of information
- professional self-presentation
- correct use of equipment/tools

Criteria for Fail:

- unable to complete 60% of tasks competently
- unable to clearly analyse tasks verbally
- incorrect use of equipment/tools
- poor or unclear recording of information

And Written Assignment/Case Study

This must be completed after the course. The word count is 1000-1500 words not including references, appendix or tables. A choice of case studies or assignment would be preferable which should be returned within 6 weeks from end of course. Course organisers need to be sure that candidates understand that it is their responsibility to get the assignment to the course organisers on time. If posted the candidate must get proof of postage. If the assignment is not received within the stated time, it will not be marked unless an extension has been agreed in advance.

All candidates must be provided with the Vancouver referencing document found in Appendix C1, so that they can utilise this style of referencing within their written assignment.

If the project involves patient information, the patient must give written consent and patient confidentiality be maintained at all times. If using a patient they must feel entirely able to refuse to participate in the project without it affecting their treatment. For this to occur, it would be advisable for another, unrelated person such as a secretary/receptionist, to approach the patient and gain written consent before proceeding. In addition, if there is a research element to the project many Trusts now require ethics approval before any information can be collected.

Criteria for a Pass:

- clear writing and argument
- professional standard of presentation and references
- evidence of integration and balance of a range of ideas
- within the word count
- evidence of understanding of the applied theory
- evidence of clear clinical reasoning and discussion of the case

Criteria for a Fail:

- poor unprofessional standard of presentation and references
- lacks evidence of understanding of topic/case
- evidence of over-reliance on literature sources/plagiarism
- no or limited clinical reasoning/analysis
- markedly outside of word count

Note: The course organiser must provide the BAHT ESC with a detailed marking scheme for the assessments before validation can be gained. If a written exam is being used organisers must submit two exams, one original and one re-sit.

BRITISH ASSOCIATION OF HAND THERAPISTS
LEVEL II COURSES
REGULATORY AND RETRIEVAL MECHANISMS

1. Participants must attend all sessions scheduled.
2. All therapists are expected to complete the course examination and assignment. Please ensure this requirement is clear in the pre course information given to the candidates. If exceptional circumstances arise and a candidate cannot undertake their exam or practical assessment, on Day 3 they will only be offered one chance to re-sit.
3. A pass mark of 60% must be achieved in both sections of the course assessment. Participants who fail to achieve the required pass mark will be entitled to one 'resit', which must be completed within an agreed period. Course organisers must design a practical proposal for an appropriate second course assessment for use as a 'resit' which a candidate can undertake at her / his own place of work.
4. Assessment criteria for successful completion of the assessment(s) must be determined by Course Organisers and submitted with an Assessment and Retrieval System to the BAHT ESC.
5. The assessment(s) must be appraised by two Internal Assessors who are members of BAHT.
6. The BAHT Representative will verify and ratify the results awarded by the Internal Assessors.
7. The decision of the BAHT Representative is final. No appeal against any decision is allowed thus no correspondence should be entered into between the BAHT Representative and candidates.

BRITISH ASSOCIATION OF HAND THERAPISTS
LEVEL II EVALUATION FORM

Please complete this form and return it to the course organisers at the end of the course. Additional comments are most welcome. BAHT and the course organisers use the information to assist in assessing the value of this course and to help in the efficient and effective organisation of further courses.

Your name is not required on the form, but if there is any matter that you would like to discuss with the course organisers or BAHT, please note this on the form and we will gladly address this after the course.

Please mark each sections, i.e. content and presentation, by number, as follows:-

1 – Very Poor, 2 – Poor, 3 – Adequate, 4- Good, 5 – Very Good

DATE:

VENUE:

COURSE ORGANISER:

| | Content | Presentation | Comments |
|------------------------------------|---------|--------------|----------|
| Pre-course information | | | |
| Venue | | | |
| Food/Refreshments | | | |
| Lecture 1 | | | |
| Lecture 2 | | | |
| Lecture 3 | | | |
| Lecture 4 | | | |
| Lecture 5 | | | |
| Lecture 6 | | | |
| Practical/Demonstration/Workshop 1 | | | |
| Practical/Demonstration/Workshop 2 | | | |
| Practical/Demonstration/Workshop 3 | | | |
| Practical/Demonstration/Workshop 4 | | | |
| Practical/Demonstration/Workshop 5 | | | |
| Practical/Demonstration/Workshop 6 | | | |
| Practical/Demonstration/Workshop 7 | | | |
| Written Examination | | | |
| Relevance to Needs | | | |

ADDITIONAL COMMENTS:

BRITISH ASSOCIATION OF HAND THERAPISTS
COURSE ORGANISERS EVALUATION SUMMARY

NAME OF COURSE:

DATE OF COURSE:

NUMBER OF PARTICIPANTS:

Grades: 5 Very Good 4 Good 3 Adequate 2 Poor 1 Very Poor

| | 5 | 4 | 3 | 2 | 1 |
|-----------------------------------|---|---|---|---|---|
| TOTAL NUMBER OF RESPONSES | | | | | |
| <u>GENERAL</u> | / | / | / | / | / |
| PRE-COURSE INFORMATION | | | | | |
| VENUE | | | | | |
| FOOD/REFRESHMENTS | | | | | |
| LECTURES - Topics | 5 | 4 | 3 | 2 | 1 |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| etc. | | | | | |
| PRACTICAL DEMONSTRATIONS - Topics | 5 | 4 | 3 | 2 | 1 |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| etc. | | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| WRITTEN EXAMINATION | | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| RELEVANCE TO NEEDS | | | | | |

ADDITIONAL COMMENTS:

.....

.....

.....

INFORMATION FOR CANDIDATES ABOUT THE EXAMINATION PROCESS

All delegates on a Level II course are assessed using a written paper or a practical exam. There will also be a take-home paper of 1000-1500 words for submission within 6 weeks of the end of the course.

Assessments will be appraised by two Internal Assessors and the BAHT Representative. The decision of the BAHT Representative is final.

- The assessment process is made up of either a written or practical examination **and** a written assignment
- Each section is valued at 50%
- Both sections must be passed to qualify for an overall pass mark
- Pass mark is 60% for each of the two section

Either a Written Examination

This will last one hour and be on the final day of the course. 10 minutes at the beginning of the exam will be allocated to read through the exam paper.

Or a Practical Examination

This will again be undertaken on the last day of the course and be no longer than 10-15 minutes duration.

And Written Assignment/Case Study

This must be completed after the course. The word count is 1000-1500 words not including references, appendix or tables. Case studies or an assignment will be provided during or at the end of the course and should be returned within 6 weeks of the course. It is the candidate's responsibility to get the assignment to the course organisers on time. If the assignment is not received within the stated time, it will not be marked unless an extension has been agreed in advance.

Candidates will be informed whether they have passed or failed both assessments within 6 weeks of the organisers receiving the written assignments. Participants who fail to achieve the required pass mark in either the written examination or the assignment will be entitled to one resit, which must be completed within six weeks of notification of the fail grade. Candidates can undertake the written examination at their own place of work.

Passing both the exam and the take-home project will give the candidate 2 BAHT points towards becoming an accredited hand therapist

For a full explanation of the BAHT education process please see the BAHT website:
www.hand-therapy.co.uk

BAHT LEVEL II COURSE EXAM/PROJECT FEEDBACK FORMS
GUIDELINES FOR COMPLETION FOR COURSE ORGANISERS & BAHT REPRESENTATIVES

- 1.1 The forms are strictly confidential between the participants and the course organisers and BAHT representatives (not course hosts).
- 1.2 The information and feedback on the forms are non-contestable and the participants should be informed of this.
- 1.3 The forms are to be completed by the course organisers, who have marked the exam papers
- 1.4 The course organiser should send the feedback forms to the BAHT representative for review. It is more effective if this is done electronically.
- 1.5 The course organisers are responsible for sending the completed feedback forms to the delegates.
- 1.6 The form is designed to provide simple, constructive feedback to the participants – to be used as part of their CPD and identify any areas for development

Information to be included:

- 2.1 Only an overall percentage score to be given – not specific to each section
- 2.2 If section(s) are failed this should be identified under the specific section
- 2.3 All feedback should be:
 - Constructive
 - Objective
 - Specific
 - Lead the delegate on what/how to improve

Examples:

Incorrect/insufficient feedback:

'weak answer', 'unclear', 'good'

Constructive / sufficient feedback:

'Q2 – incorrect muscle testing for EDC'

'Good clinical reasoning with clear discussions'

'Answers just 'listed' where a brief discussion was needed'

General comments can include:

Spelling

Legibility

Structure/layout

Referencing



| | |
|--|--------------------|
| British Association of Hand Therapists Assessment Feedback – Level II | <i>Appendix C8</i> |
|--|--------------------|

| | |
|-----------------|---------|
| Candidate Name: | Course: |
|-----------------|---------|

EXAM/PRACTICAL ASSESSMENT

| Area | Feedback |
|---------------------------------|----------|
| <i>Anatomy</i> | |
| <i>Therapeutic Intervention</i> | |
| <i>Clinical Questions</i> | |
| <i>Additional Comments</i> | |

| | |
|--|--------------|
| Mark: PASS / FAIL | Date: |
|--|--------------|

| | |
|------------------------------------|-------------------------------|
| Course Organiser Signature: | Course Organiser Name: |
|------------------------------------|-------------------------------|



| | |
|--|--------------------|
| British Association of Hand Therapists Assessment Feedback – Level II | <i>Appendix C8</i> |
|--|--------------------|

| Assignment | Feedback |
|---|----------|
| Demonstration of: <ul style="list-style-type: none"> • <i>Knowledge</i> • <i>Reflection</i> • <i>Discussion</i> | |
| Evidence Based / Clinical Reasoning / Critical Appraisal | |
| Referencing | |
| Word Count | |
| General comments | |

| | | |
|-------------------------|--------------------|--------------|
| Assignment Mark: | PASS / FAIL | Date: |
| OVERALL MARK: | PASS/FAIL | |

| | |
|------------------------------------|-------------------------------|
| Course Organiser Signature: | Course Organiser Name: |
|------------------------------------|-------------------------------|

BRITISH ASSOCIATION OF HAND THERAPISTS ROLE OF BAHT REPRESENTATIVE

Purpose and Function

1. The purpose of having a BAHT Representative is, firstly to assess the course and ensure that BAHT approved courses are comparable in standard although their content does, of course, vary; and secondly that the Course Assessment and assignment is fairly operated. The BAHT Representative is not concerned in the assessment of participants during the teaching sessions but, never-the-less, is the final arbiter in marking the Course Assessment and assignment. **The purpose and function of the BAHT Representative should be explained to the course participants by the Course Organiser at the beginning of the course.**
2. In order to achieve these purposes Representatives need to be able to:
 - 2.1 approve Course Assessment venue and conditions;
 - 2.2 participate in assessment processes for the award of certificates;
 - 2.3 arbitrate or adjudicate on problem candidates;
 - 2.4 comment and give advice on course content, delivery, balance and structure, and on assessment processes at the end of each course day and on using the course evaluation form (Appendix B3) at the end of the course;
 - 2.5 in conjunction with the Course Organiser ensure that all course participants attend all sessions.

Formal Requirements

3. No BAHT Certificate achieving BAHT points may be awarded without participation and concurrence in the assessment process by the BAHT Representative. A certificate of attendance is available for candidates who do not pass the assessment process.
4. The ESC will ensure that the BAHT Representative is made familiar with the role and function of the Representative as seen by BAHT.
5. The course organiser will ensure the BAHT Representative is sent the following before the start of the course:
 - Course organisation and venue details.
 - Course content as approved by the BAHT Educational Sub-Committee.
 - The method of assessment for the course and the marking criteria as approved by the BAHT Educational Sub-Committee.
 - Copies of all documentation at the same time as this documentation is sent to participants prior to the course.
6. BAHT Representatives are responsible to the BAHT Educational Sub-Committee via the designated link person.
7. BAHT Representatives should be offered suitable accommodation with facilities. To avoid potential conflicts of interest Representatives should not stay with a Course Organiser.

8. It is the responsibility of the BAHT Representative to ensure they have adequate cover to enable them to attend for the duration of the course.
9. If the BAHT representative is only required for one day they must attend the final day as they are required to be present for any examination process.

Selection and Appointment

10. The BAHT Educational Sub-Committee will appoint one BAHT representative from an approved list [and a reserve nominee for emergency cover].
11. Only people of sufficient seniority and experience in Hand Therapy to be able to command authority should be appointed.
12. The appointment should normally be made and the name(s) notified to Course Organisers at least 6 months before the course is due to take place.
13. The BAHT Representative must ensure that she/he is available to meet deadline dates, therefore must be involved in planning timescales for completion and marking of course assessments, If for any reason the deadline cannot be achieved e.g. due to annual leave, the deadlines must be negotiated with the course organiser and agreed by the BAHT ESC.

Participation in Assessment Procedures

14. The BAHT Representative must be sent **all** the exam papers and assignments, posted by **Recorded Delivery**. The BAHT Representative will select, review and ratify 20% of the examination papers and assignments they receive from the course organisers. This must include all fails and all borderline cases as the BAHT Representative decision is final. It is recommended that one paper from the 90%-100% group, 80%-90% group, 70%-80% group and 60%-70% group is reviewed. This will help to gain an overview of the general standard.
15. The examination or practical assignment should be received by the BAHT Representative within 3 weeks of the end of the taught course or of the agreed submission deadline date (End of Course date).
16. The course Assignments must be marked and sent to representative within 4 weeks of their submission, i.e.: 10 weeks after end of course. The External Representative should validate results within 6 weeks of their submission.
17. It is required of the Course Organiser to notify candidates of the results within 12 weeks of course completion.
18. The decision of the BAHT Representative is final and there is no appeal.

Records

19. **WITHIN ONE WEEK** of the course the BAHT Representative should send the Quick Report form to the BAHT ESC secretary with a copy to the Course Organiser(s).
20. Within 12 weeks of the end of the course a formal written report from the BAHT Representative should be sent to the Secretary of the BAHT Educational Sub-Committee

with a copy to the Course Organiser(s).

21. In the event of unforeseen circumstances the BAHT Educational Sub-Committee will make the final decision on action to be taken.
22. The BAHT Representative should keep the exam papers and assignments once they have verified the marks and the fails should be sent back to the course organisers to provide feedback to the candidates. Once the course has completely finished with no queries about the fails the BAHT Representative can shred the paperwork or send back to the course organisers at their own cost for them to do the same.
23. A list of results should also be sent to the Secretary of the BAHT Educational Sub-Committee using the form in appendix E once all results are finalised. Correct names of all course participants must also be included as well as BAHT numbers and their place of work as all this information will be utilised for the journal and database. Once this form is received the secretary will send out the certificates to the course organisers.

Subsequent Courses.

24. If a course has run three times previously and a subsequent course is being run with exactly the same format, an external representative may only be required on the final day of the course. There will be telephone access to the representative for the duration of the course if any advice is needed. Ultimately it is the responsibility of BAHT to make the decision as to the requirements of a representative.

INFORMATION FOR CANDIDATES ABOUT THE EXAMINATION PROCESS

All delegates on a Level II course are assessed using a written paper or a practical exam. There will also be a take-home paper of 1000-1500 words for submission within 6 weeks of the end of the course.

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- The assessment process is made up of either a written or practical examination **and** a written assignment
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- Pass mark is 60% for each of the two section

Either a Written Examination

This will last one hour and be on the final day of the course. 10 minutes at the beginning of the exam will be allocated to read through the exam paper.

Or a Practical Examination

This will again be undertaken on the last day of the course and be no longer than 10-15 minutes duration.

And Written Assignment/Case Study

This must be completed after the course. The word count is 1000-1500 words not including references, appendix or tables. Case studies or an assignment will be provided during or at the end of the course and should be returned within 6 weeks of the course. It is the candidate's responsibility to get the assignment to the course organisers on time. If the assignment is not received within the stated time, it will not be marked unless an extension has been agreed in advance.

Participants will be informed whether they have passed or failed both assessments within 6 weeks of the organisers receiving the written assignments. Participants who fail to achieve the required pass mark in either the written examination or the assignment will be entitled to one resit, which must be completed within six weeks of notification of the fail grade. Participants can undertake the written examination at their own place of work.

Passing both the exam and the take-home project will give the candidates 2 BAHT points towards becoming an accredited hand therapist

For a full explanation of the BAHT education process please look at the BAHT web site on www.hand-therapy.co.uk .

COURSE CANDIDATES INFORMATION FORM

Course:

Course Date:

| Name Candidate | BAHT No. | Workplace | Pass/Fail Exam |
|-----------------------|-----------------|------------------|-----------------------|
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